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☐ INTERNAL
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ROUTING AND RECORD SHEET

OP-373

SUBJECT: (Optional)

FROM: 25X1

EXTENSION

NO.

DATE

31 January 1968

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Special Assistant to the DDS
for Special Studies2. Mr. [redacted]
25X119 MAR
1968

3.

4.

5.

DDP/OP, 3C-29

6.

Special Assistant for
Special Studies

7.

7D-02

8.

9.

5E56 Hqs.

10.

11.

12.

13.

DD/S Distribution:

14.

Orig. - D/Pers w/O DD/S 68-1576

1 - DD/S Subject w/cc DD/S 68-1576

15.

DD/S 68-1576: Memo to SA-DD/S/SS fm [redacted]
dtd 31 Jan. 68 re retirement counselling*You may find some
thought in this paper from
[redacted] worth doing
something about.*

2 to 4

*Your views on this
file.*

5 to 6: We agree that a "blatent across the board urging for employees to retire" is not in order. On the other hand, an all overseas employee bulleting outlining the benefits of retirement from overseas and the cost of living increases available might serve a useful purpose. We can best judge the value of such a bulletin after seeing it in draft form. The draft bulletin might mention the work of the RCP Staff/OP, and the circumstances under which an employee may retire upon elimination of his position. You may wish to ask OP to draft such a bulletin.

DDP/OP

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DD/5 68-1576

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Personnel 17

31 January 1968

MEMORANDUM FOR: Special Assistant to the DDC for Special Studies

SUBJECT: Urgent Need to Advise Selected Employees now in the Field of Retirement Prerogatives and Potential Benefits

1. The sensitivity and cause for delicate handling of the subject is recognized. The recent ceiling reduction and the related sizeable overseas cutbacks has already caused much concern and could indeed lead to a serious drop in morale if exacerbated by any blatant across the board urging for employees to retire. Thus any approach must be cautiously handled on a highly selective individual basis through the responsible career service.

2. The [redacted] OP including in particular its counselors, and the External Employment Assistance Branch, is ready to assist employees retiring in the field in coordination with his career service. Packets of pamphlets and other guidance materials; an outline and instructions on the preparation of a resume for post Agency employment use; and research coupled with regional U.S. job market analysis in support of an individual's reemployment interests are available to support any employee considering retirement.

3. It is recognized that certain benefits can accrue to employees retiring in the field. One of the most beneficial advantages to the voluntary retiree is probably that of his transfer and his family and household effects to the permanent residence location of his choice. The elimination of functions and positions may make possible the involuntary separation of an employee where the career service and Agency have no requirement elsewhere for a person with his skills and ability. In such a case the employee could not only receive the transfer advantage mentioned but could immediately commence receiving his annuity. Other advantages are also possible.

4. If even 15 or 20 employees can be made aware of the advantages and, therefore, seize upon this opportunity, the effect of their not returning to Headquarters poses a number of obvious benefits to the Agency. The profits to be gained by the Agency in ceiling, effectiveness, time, space and money can be multiplied in any case where a potential "ball walker" can be terminated in the field, instead of at Headquarters after grueling meetings and many ineffective memoranda. If careful consideration and final judgment can be made within the next few months on individual cases notable satisfactions to both the individual and the Agency should result.

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SUBJECT: Urgent Need to Advise Selected Employees now in the Field of Retirement Prerogatives and Potential Benefits

5. As a projection of the above thoughts, consideration should be given to any employee who by not being one of the first returned or by being extended a short period (up to a few months) would become eligible to participate in the CIA Retirement System. The Agency's retirement schedule and practices up to this time indicate that the potential to retire 400 by 30 June 1969, will not be reached and the demand against the permissive 400 for the following five years will exceed that number. Thus any who can be brought into the system and retired prior to October 1969, will be a double advantage to the Agency.

25X1 6. The [] looks forward to participating in any way in the furtherance of the above suggestions.

Chief, []

25X1

DD/S Distribution:

25X1

25X1 Orig. - [] w/handwritten note by EDE: "You may find some thoughts in this paper from [] worth doing something about."

1 - DD/S Subject

25X1